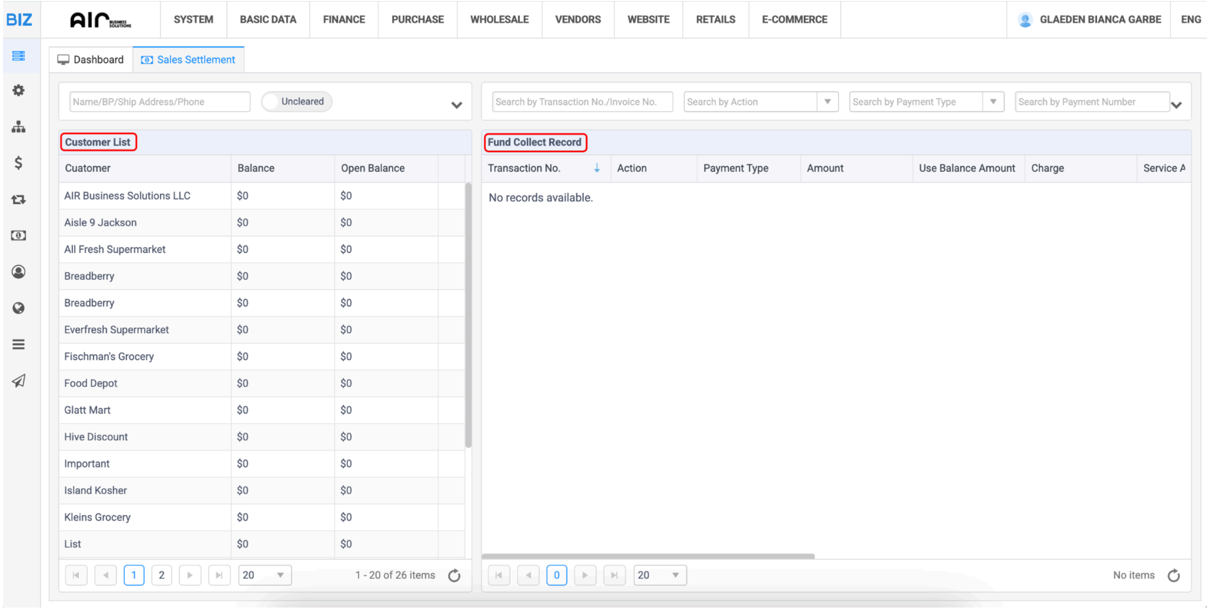
Finance - Sales Settlement

The **Sales Settlement Tab** is a vital component for managing customer payments, settlements, and tracking the financial status of sales transactions. This tab provides detailed records of customer balances, payment histories, and payment methods, allowing teams to efficiently track funds and ensure proper financial management. Additionally, it offers **searching and filtering options** to enhance usability and streamline the settlement process.

This article provides an overview of the key fields in the **Sales Settlement Tab**, the search options available, and how to use filters to easily find relevant financial data.

How to Navigate to the Sales Settlement Tab

1. **Go to the Finance Tab**
    - Open the ERP software and find the **Finance Tab** in the main navigation menu.
    - Click on the **Finance Tab** to access various financial management functions.
2. **Click on Sales Settlement**
    - Under the **Finance Tab**, locate and click on the **Sales Settlement** section.
    - This will open the **Sales Settlement Tab**, where you can view detailed records related to customer settlements, payment actions, and transaction statuses



Key Fields Under Sales Settlement Tab

The **Sales Settlement Tab** includes essential information regarding customer settlements and payment records. Below is a breakdown of each field and its purpose:

1. Customer List

- **Customer**: The name or identifier of the customer associated with the settlement.
- **Balance**: The total balance owed by the customer for all transactions.
- **Open Balance**: The balance that remains unpaid or outstanding. This amount is available to track overdue or pending payments.

2. Fund Collect Record

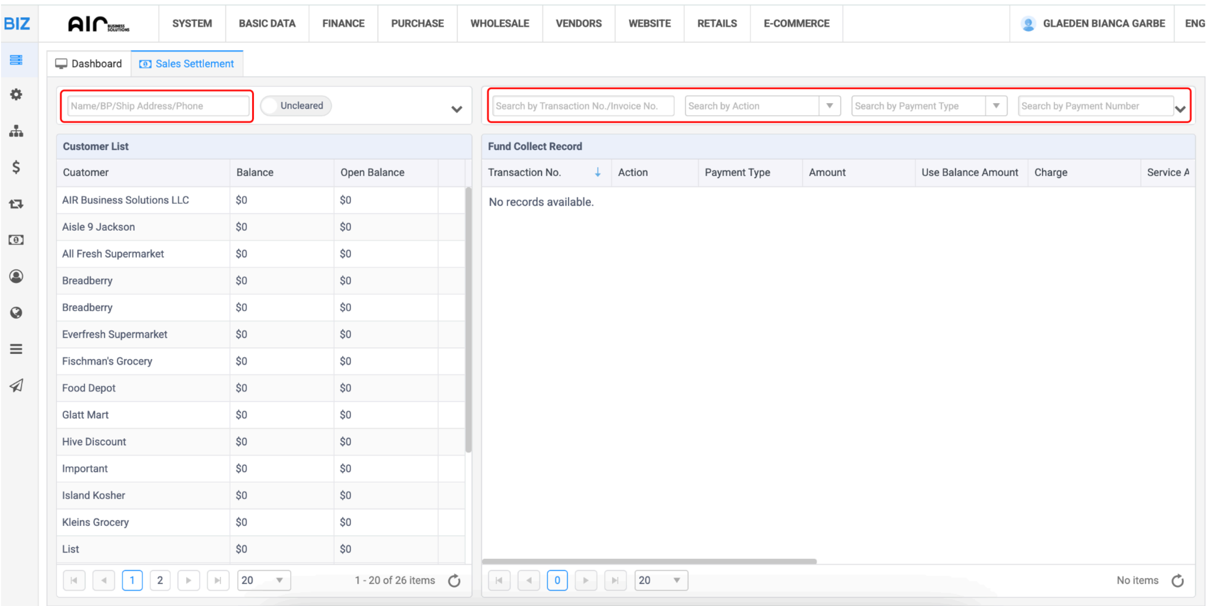
- **Transaction Number**: A unique identifier for each payment or settlement transaction. This helps in tracking and referencing individual transactions.
- **Action**: The action performed on the payment, such as **Collect** (payment made) or **Refund** (money returned to the customer).
- **Payment Type**: Specifies the method used to process the payment, such as **Acceptance Bill**, **Cash**, **Check**, **Credit Card**, **Fund Balance**, **Other**, or **Wire Transfer**.
- **Amount**: The total amount of money involved in the payment transaction.
- **Use Balance Amount**: The amount of the customer's balance used for the payment.
- **Charge**: Any additional charges or fees applied to the transaction.
- **Service Amount of Customer**: The portion of the transaction amount that covers services rendered to the customer.
- **Pay Date**: The date when the payment was made or settled.

- **Payment Number**: A unique reference number for the payment itself, often linked to an invoice or payment system.

- **Deposit Date**: The date when the payment is deposited into the designated bank account.

Search Options in the Sales Settlement Tab

The **Sales Settlement Tab** provides several search options to help users quickly locate specific transactions or customer records. These options allow for more efficient tracking and management of sales settlements:



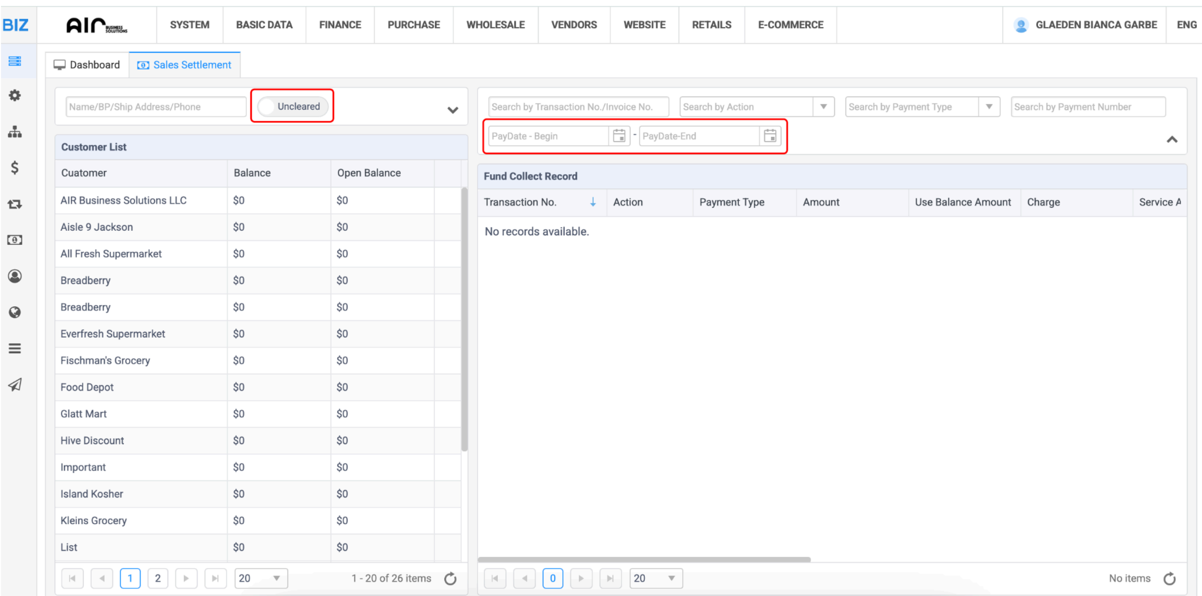
1. **Search by Name/BP/Ship Address/Phone**
   - Enables users to search for a customer using various identifiers, such as **Name**, **Billing Profile (BP)**, **Shipping Address**, or **Phone Number**. This feature helps locate customers quickly based on any of these key details.

2. **Search by Transaction No./Invoice Number**
   - Allows users to search for specific transactions or invoices by their unique **Transaction Number** or **Invoice Number**. This is useful for quickly retrieving specific records related to payments or settlements.

3. **Search by Action - Collect/Refund**
   - Filters records based on the **Action** taken during the transaction. For example, you can filter to see only **Collect** actions (payments received) or **Refund** actions (payments returned to the customer).
4. **Search by Payment Type**
   - Filters records based on the method of payment used. Options include:
     - **Acceptance Bill**
     - **Cash**
     - **Check**
     - **Credit Card**
     - **Fund Balance**
     - **Other**
     - **Wire Transfer**
5. **Search by Payment Number**
   - Allows users to search by the unique **Payment Number**, which is useful for tracking a specific payment or settlement.

Filters in the Sales Settlement Tab

In addition to search options, the **Sales Settlement Tab** provides filters to further refine the data and find the relevant transactions based on specific criteria:



1. **Cleared/Uncleared**

    ○ Allows users to filter records based on whether the payment has been **Cleared** (fully processed and deposited) or is still **Uncleared** (pending or in process). This is useful for tracking payments that need to be reconciled.

2. **Pay Date - Begin/End**

    ○ Filters records based on the **Pay Date**. Users can specify a date range to see all payments made within that period. This is useful for reviewing payments or settlements for a specific time frame, such as monthly or quarterly financial reviews.

The **Sales Settlement Tab** plays a critical role in managing customer payments, tracking settlement actions, and ensuring proper financial reconciliation. By utilizing the various fields, **search options**, and **filters**, users can quickly locate relevant transaction data and maintain accurate financial records.

Whether you're tracking customer balances, filtering by payment type, or reviewing payments by date range, the **Sales Settlement Tab** offers all the tools needed to streamline settlement processes, improve cash flow management, and enhance financial oversight.

With these powerful search and filter capabilities, your team can stay organized, improve efficiency, and ensure that payments and refunds are accurately processed and reconciled.